

Employee Appreciation Day – Excused Absence



District Personnel Manual Bulletin No. 12-293

Effective Date	Expiration Date	Related DPM Chapters
September 23, 2014	October 31, 2014	12



NOTE: This bulletin outlines the policy on excused absences for employees to attend the D.C. Employee Appreciation Day.

Overview

On Friday, October 10, 2014, the DC Employee Appreciation Day will be held at St. Elizabeth East Campus from 12 p.m. to 5 p.m. Subject to some limitations, employees are entitled to three hours of administrative leave to attend.

The event will feature the One City Mayoral Awards Ceremony where the winners of the 2014 One City Mayoral Awards will be announced. The One City Mayoral Awards was established to honor and recognize District government employees and agency units for demonstrated achievement of the One City Action plan, goals, strategies, and action steps. Subsequently, Mayoral awards will be presented to employees for their exceptional service, dedication, ingenuity and excellence.

In this bulletin

Administrative Leave Authorized	2
Legal Authority	2
Applicability	2
Inquiries	2

Administrative Leave Authorized

1. Subject to supervisory approval, employees in an agency under the personnel authority of the Mayor shall be granted no more than three (3) hours of administrative leave in order to attend the DC Employee Appreciation Day.
2. Subject to supervisory approval, if an employee requires more than three (3) hours of leave, the employee must request and be approved for annual leave, leave without pay, compensatory time, or exempt time off, as appropriate.

Legal Authority

1. **Statutory Authority:** D.C. Official Code § 1-612.01 *et. seq.*
2. **Regulatory Authority:** Section 1266 – ***Administrative Leave***, of Chapter 12 of the D.C. personnel regulations, Hours of Work, Legal Holidays and Leave.

Applicability

The provisions of this DPM bulletin apply to each District government employee who is employed by an agency under the personnel authority of the Mayor.

Inquiries

Inquiries concerning the provisions of this DPM bulletin can be directed to the Business Operations Group, DCHR, at (202) 442-9700.



Shawn Y. Stokes
Director